



"It is said that the world is run by those willing to sit until the end of meetings."

-- Hugh Park

# Purchasing Update

Division of Purchasing, Idaho Department of Administration

Issue 2

March 1, 2002

## **CPPB Certification Reminder**

If you are planning on taking the Certified Public Purchasing Buyers (CPPB) certification examination on April 19<sup>th</sup>, you should have already sent in your application form. If you haven't yet, send it right away as it takes approximately 6 weeks to process your application.

The one-day seminar, *Preparing for the CPPB Examination: A Review*, is scheduled for April 18<sup>th</sup>. Please register for this class on the purchasing web site at: <http://www2.state.id.us/adm/purchasing>. Click on "Agency Info" then on "Training" to find the link to the registration form. This seminar is open to all, not just those taking the CPPB examination. If you are considering taking the CPPB or CPPO examination anytime this year or are just interested in seeing what the examination process entails, this seminar would benefit you. It also will give you an additional 8 hours of training toward any future certification. Cost is \$125 per person.

## **Revised Purchasing Publications Update**

The February issue of *Purchasing Update* reported that the *Purchasing Reference Guide* is in the process of being rewritten to reflect statute and rule changes. Chapters 1-4 were released at that time. Chapters 5-8 are now available for you to download and replace in your *Purchasing Reference Guide* binder.

- 5 *Vendor Registration & Bid Notification System*
- 6 *Developing Specifications*
- 7 *Request for Quotation – Small Purchases*
- 8 *Invitation To Bid*

To access these publications go to <http://www2.state.id.us/adm/purchasing>, click on "Agency Info" and then on "Publications".

## **End of Fiscal Year Requisition Deadline**

All requisitions including specifications and any required approvals for purchases to be made from FY2002 funds are to be received by the Division of Purchasing no later than April 12, 2002. This deadline is necessary to ensure that all bidding procedures can be followed and the funds encumbered prior to June 30, 2002. Please review your needs and submit purchase requisitions as soon as possible prior to April 12th.

## **SicommNet BASEC Enhancement Planned**

The Division of Purchasing has contracted with SicommNet to make program changes in the way the BASEC system closes and calculates online bids. Bids and quotes will still continue to close on the Internet on the date/time specified on the solicitation, but the buyer will be able to enter any paper bids or quotes that were received manually prior to viewing the abstract and making the award. At this point in time, manually submitted bids/quotes simply cannot be entered into BASEC after closing and must be handled outside of the electronic system. This change will allow us to complete the purchasing process and maintain all necessary records electronically. Implementation is scheduled before the end of this fiscal year.

## **Trade-In Policy Clarified**

There has been some confusion about the way trade-ins requests are handled. In the past, the State Board of Examiners Surplus Property Disposal Authorization Request form had a check block to mark if the item was to be used as a trade-in. The form was sent to the Division of Purchasing for approval. However in October of 2000, BOE revised the form to eliminate the block for trade-ins and in September 2001 BOE's revised policy said "Any lost, stolen, duplicate inventory or trade-in items are not considered as surplus personal property and shall be managed under pursuant to Idaho Code 67-5722 (trade-in of property) and 67-5746 (maintaining an inventory)."

So, do you need to fill out a Surplus Property Disposal Authorization form and send it to the Division of Purchasing for trade-in authorization? No. Authorization for trade-in is still required but a specific form is not used. Simply send your written request to us describing the property you wish to trade-in, stating why other methods of disposal will yield a lesser monetary return to the state, and providing comparative financial information. If approved, your trade-in can either be used against purchases of like product from contracts or be included as part of your specifications for purchase of new property.